

## School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

☒ Fire Drill (5 required)(3 by 12/1)

\_\_\_\_\_ Standard

\_\_\_\_\_ Tornado Drill (2 required)( 1 in March)

\_\_\_\_\_ Class Change

\_\_\_\_\_ Shelter in Place (1 required)

☒ Recess

\_\_\_\_\_ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

\_\_\_\_\_ Lunch

\_\_\_\_\_ Cardiac Drill (1 required)

Name of Reporting School: Lakes Elementary

Date of Drill: Fri April 24, 2015

Time Drill was held: 12:38 (~~a.m.~~/p.m.)

Exact time required to evacuate/shelter/secure: 1 min. 36 sec.

Total Participants: 508 students Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 4

out of 5 for school year 2014 /2015

Tornado# \_\_\_\_\_

out of 2 for school year 20\_\_\_\_/20\_\_\_\_

Shelter IP# \_\_\_\_\_

out of 1 for school year 20\_\_\_\_/20\_\_\_\_

Lockdown# \_\_\_\_\_

out of 2 for school year 20\_\_\_\_/20\_\_\_\_

Cardiac# \_\_\_\_\_

out of 1 for school year 20\_\_\_\_/20\_\_\_\_

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL**  
**FAX NUMBER 866-7112**